Information Technology Management Council (ITMC) Meeting
March 2, 2000

Attendees:

Bob Pearson	TD
Hugh Richardson	TD
Laura Merchant	IA
Lee Beller	IA
Al Betts	US&FCS
Bernie McMahon	OIRM
Rod Smart	OIRM
Alan VanderMallie	OIRM
Frank Jaffe	OIRM

ITA IT Management Issues - Discussion

! **Groupware Platforms/Office Suite Products** - The Council considered **single vs. multiple** Groupware Platforms (e.g., Lotus Notes, GroupWise) and Office Suite Products (e.g., Word, WordPerfect) for all of ITA's networks. After an extended discussion, it was agreed that this topic should be formally evaluated. Accordingly, OIRM will mount a three-pronged approach aimed at resolving the issue. First, a draft ITA-wide **employee survey** will be prepared for ITMC review, followed by the development of separate **technical** and **cost/schedule assessments**.

! **URL/DNS Naming Policy** - Bernie reported the status of the Deputy Under Secretary's drive to standardize web site naming within ITA. The issuing of a formal policy on this subject is expected soon. Parenthetically, Al made the group aware of several upcoming, significant naming convention changes.

Report on last meeting's action items

Alan reported on the one outstanding action item remaining from February's meeting: *electronic forms.* With FormFlow accessible at the desktop, there are, currently, no plans to make ITA forms available through the Department's Electronic Forms Web Site. Responding to the Council's citing the benefit of having certain ITA **public forms** posted on the DOC site, Alan agreed to share this discussion with the OOMS Forms management officials: Ed Meyer and Glenitta Chase.

News from the DOC CIO world

- **Digital Department** - The Council was apprized of the upcoming bureau-level "network readiness" review that is being conducted on an informal basis by Cisco.

- **Affinity Groups**

    IT Management Handbook (ITMH) - Having reached basic agreement on the format and content of the new ITMH, the work of this group is nearly complete. According to a poll of its members, the highest priority DOC IT issues include: Security Plans, Digital Signatures/PKI, Electronic Government, and IT Capital Planning.

    Messaging - Efforts to develop a consolidated DOC directory containing E-mail addresses are continuing. A "pilot" is underway at NOAA. If successful, extension to other parts of Commerce is planned.

    Architecture - The Department's review/feedback on the Operating Units' draft submissions is underway.

- **Data Calls/Surveys**

    GAO Audit - Over the next few weeks GAO will canvass various federal agencies, including ITA, regarding the software change control process that was followed when they performed Y2K remediation.

    Web Server Inventory - Stimulated by the recent "EPA home page episode," the Department has issued a web server inventory data call. Alan will soon be in touch with the affected Webmasters.

News from the ITA Admin/OIRM world

- **Launchpad Redesign** - Alan and Glenitta Chase are leading this project which is just getting underway. More as developments occur.

- **Restart of OIRM-sponsored Information Sharing Venues** - Look for the early resumption of the monthly **Information Technology Forum (ITF)** and **ITA Web Publishers Meeting**. The ITF theme for the upcoming year is "solutions that work" - showcasing innovative and effective uses of software, computers, and the Internet that

are working right now throughout ITA. Suggestions for "success stories" meriting presentation are encouraged, and should be conveyed to Alan.

❗ ITA Strategic Planning Project - Bob delivered a progress report on this collaborative effort with Andersen Consulting. The challenges to developing a comprehensive strategic plan, given ITA's "unique environment," were noted.

❗ Admin Strategic Planning Project - Bernie summarized Andersen Consulting's parallel review of Admin. With Andersen considering tapping designated focus groups to assist in its review, ITMC involvement in this project is possible.

❗ Update on ITA Architecture Project - JoAnn Hogenson is conducting information-gathering interviews with the managers of ITA's major information systems.

❗ Leap Year Rollover Outcomes - From February 28 through March 1, ITA's mission-critical systems and infrastructure <u>functioned normally</u>. OIRM was pleased to submit "all green" reports to the White House's Information Coordination Center.

ITMC Meeting Management Check Up

Members briefly considered how best to improve upon the "process" of our monthly meetings. Lee's suggestion, that more issues be **electronically** presented and discussed, met with general approval. OIRM agreed to use electronic means, where practical, to reduce the discussion time required at our monthly meetings.

UPCOMING EVENT

April 6 **Information Technology Management Council (ITMC) Meeting**
9:00 a.m., Room 4800.

Written by Frank Jaffe. Direct questions/comments to Frank at (202) 482-1491.